

**U.S. Fish and Wildlife Service  
National Conservation Training Center  
NCTC Event Information Sheet**

**GUEST ROOM:**

**If your event has onsite guestroom blocks:** Contact the Hotel Reservations Office with your credit card. The Hotel Reservations Office may be reached at: (voice) **877-706-NCTC (6282)**; (fax) 304-876-7910; and (TTY) 304-876-7201. Individual reservations should be made no later than 35 days prior to the start of your event to guarantee your onsite room. You may check-in on your scheduled arrival date at any time after 1:00 PM at the Entry Auditorium building. Check-out is 12:00 noon on your scheduled departure date.

**If your event does not have an onsite guestroom block for you:** You are considered a commuter. You may also contact the Registration department at 304-876-7220 to get a list of alternate lodgings near the NCTC area.

**Your accommodations include a private guest room with a full size bed and private bath.** *Guests not attending NCTC sponsored courses or events* may stay with you in your room at no additional charge, but must register with the front desk. They may eat in the café and pay for their meals a-la-carte or purchase the meal plan. Participants here for courses or events that choose to share a room may do so, however, BOTH participants will be charged a reduced room rate and both participants will be on the meal plan.

**EVENT CANCELLATIONS**

**All guests who cancel their reservations two weeks or less prior to start of a event and do not have a substitution are charged in *full* for guestroom costs.**

**MEALS:**

All guests who stay onsite must participate in the NCTC meal plan. The meal plan provides full service breakfast, lunch and dinner. The meal plan begins with dinner on the scheduled arrival date and ends with lunch on your scheduled departure date. All guests are expected for dinner on the scheduled night of arrival. Dinner is served from 5:30 to 7:30 PM except Sundays, when dinner is available until 9:00 PM. Dinner will be held for all guests arriving on the 7:00 PM shuttle and is served in the Commons Lounge. **If you will be arriving after 9:00 PM, and want to receive a box dinner, you must call the Hotel Reservation Office at 877-706-NCTC (6282).** If, after reserving a box dinner, you find you will not need it, you must cancel the order or you will be charged for the meal.

**COSTS:**

**Service employees** are charged for on-site lodging and meals while attending NCTC EVENTS at a rate of **\$98/day**. Service Employees are responsible for paying for any off-site accommodations, meals if staying off-site, meals en-route to the NCTC and all transportation costs. All guests are expected to pay for the NCTC shuttle, room telephone calls and lounge/campus store charges upon checkout. Charges to other guests for meals and lodging are: **National Park Service** and **Bureau of Land Management** employees **\$98/day**; all **other participants \$115/day**. **Guests are expected to pay upon checkout via MasterCard, American Express or VISA, check or cash.** Please make checks for lodging payable to Aramark.

**SHUTTLE SERVICE:** Shuttle service is available from Washington-Dulles International. **The one-time fee of \$70.00 is charged for one way or round trip service and is payable at the NCTC Front desk upon checkout.** **If you want to use the shuttle, you MUST make a reservation through the Hotel Reservations Office at 877-706-NCTC (6282).** Office hours are Monday through Friday, 8:00 AM to 6:00 PM. The fax number is 304-876-7910 and TTY is 304-876-7201.

**Shuttle Schedule:** The shuttle runs between Dulles and the NCTC at the following times:

**Sunday (or Monday Federal Holiday) Arrivals:**

Depart Dulles at 1:00 PM/arrive NCTC at 3:00 PM  
Depart Dulles at 4:00 PM/arrive NCTC at 6:00 PM  
Depart Dulles at 7:00 PM/arrive NCTC at 9:00 PM

**Friday Departures:**

Depart NCTC at 1:30 PM/arrive Dulles at 3:30 PM  
Depart NCTC at 4:30 PM/arrive Dulles at 6:30 PM

**Directions to Shuttle at Dulles:** From the Dulles main terminal, follow the signs to baggage pickup and proceed to the appropriate baggage carousel to claim your luggage. Once you have claimed your luggage, proceed to the airport exit **directly across from luggage carousels 2 & 3, proceed up the exit ramp and through Door #7** to the shuttle pick up location. The 24-passenger bus is white with blue trim with "NCTC" displayed in blue. The destination panel will show "National Conservation Training Center". A 12-passenger van is used for smaller group pickups and also displays USFWS/NCTC identification. **Picture identification is required to board the shuttle bus.** The Shuttle departs on time.

**SHUTTLE CANCELLATIONS**

**All guests must cancel their shuttle reservations no later than 48 hours prior to the start of their event. Please call 877-706-NCTC (6282) to cancel your reservation. If a reservation is not canceled prior to this deadline, the credit card used by the guest to confirm their reservation will be debited for the full amount of the shuttle cost.**

**FLIGHTS:**

**Allow Adequate Time to Make Your Flight.** When making flight arrangements, please allow a two to four hours prior to your flight to provide adequate time to check-in/check-out at the airport, handle baggage, etc. Travel time between Dulles Airport and the NCTC is approximately two hours. If you are using our shuttle, please make sure all personal comforts are attended to prior to boarding as there are no scheduled stops between the airport and NCTC.

**ATTIRE:**

General attire for NCTC training courses is casual dress. **The NCTC is a walking campus, so sturdy, comfortable shoes are strongly recommended.** Suitable clothing should be brought if you wish to participate in recreational activities. There are walking trails and a physical training center on-site. Bring rain gear for inclement weather.

**DAY CARE:**

A day care facility is available at NCTC for children ages 0 through 16 years. All children under 18 must be either in the daycare program or supervised by an adult while at NCTC. Call 304-876-7354 for registration & pricing information.

**DRIVING:**

Contact the Registration Department at 304-876-7220 for maps and directions. Parking passes will be issued at the Front Desk at NCTC upon check-in and must be displayed in your vehicle. If arriving after 6:00 PM, the gate may be closed. If so, please use the call button to call the Front Desk.